

The Education Professional Standards Board and all of our educator preparation programs appreciate your willingness to support educator preparation by serving as a cooperating teacher. As teachers ourselves, we share your interest in developing the best teachers for Kentucky's children.

Kentucky is recognized as a national leader in preparing effective educators and supporting the teaching profession; the 2012 Quality Counts report by *Education Week* ranked Kentucky 5th among the states in the Teaching Profession, an index that includes many factors related to teacher preparation, support, and performance.

Like preparation for many other professions, educator preparation relies on practicing professionals to provide experiences for pre-service teachers. Although it is doubtful, any pre-service experience can fully prepare a new teacher for that first day in front of his or her own class, high quality clinical experiences are critical for achieving the best preparation possible. Your role in providing those experiences is essential. Thank you for your willingness to serve as a cooperating teacher and to contribute to our profession by guiding, mentoring, and supporting a pre-service teacher.

To ensure that you are aware of the expectations set out for educator preparation programs, student teachers, and cooperating teachers regarding the student teaching experience, we have prepared a review of key portions of the regulation governing student teaching in Kentucky, 16 KAR 5:040. A short assessment is included in this module to ensure the information was provided in a way that enabled you to understand all the expectations. You will need to print out the attachment, which includes the text of 16 KAR 5:040 and the explanatory notes: Some of the questions refer to the explanatory notes. You are welcome to refer to this information as you complete the assessment. A score of 100% is required. If a 100% is not achieved the first time, you may take any of the posted assessments in Edmodo until you receive a 15/15.

The assessment is located on the **P-12 Cooperating Teachers (9)** page in Edmodo. Section A of below provides directions for creating an EPSB account to receive a certificate of completion once a 15/15 is earned. Section B will provide the directions for creating an Edmodo account, accessing the 16 KAR 5:040 text and explanation document (in case you did not receive the document through email), accessing the quiz, and viewing your results.

If you have already joined the P-12 Cooperating Teacher or P-12 Cooperating Teachers (2),(3),(4),(5),(6),(7) or (8) group, you do not need to join this group. These groups will still be available to those members.

Section A: Directions for creating an EPSB account to receive a certificate of completion (*Note: You must achieve a score of 15/15 to complete the training.*)

Already have an EPSB account?

Go to <http://www.epsb.ky.gov/>

Click the “EPSB Account” link.

Enter your username and password.

Your EPSB ID# is located in the top left corner next to your username. This should be included in the email to Sharon.Salsman@ky.gov.

If you do not have an EPSB account:

Go to <http://www.epsb.ky.gov/>

Click the “EPSB Account” link.

Click New User? Create an Account Here. Follow instructions.

Your EPSB ID# is located in the top left corner next to your username. This should be included in the email to Sharon.Salsman@ky.gov.

When you score a 15/15 (100%), please send an email to Sharon.Salsman@ky.gov and include the following details in the email.

Subject Line: Edmodo Assessment Confirmation (This must be the specific wording in the subject line of the email.)

Body: Your full name

EPSB ID#

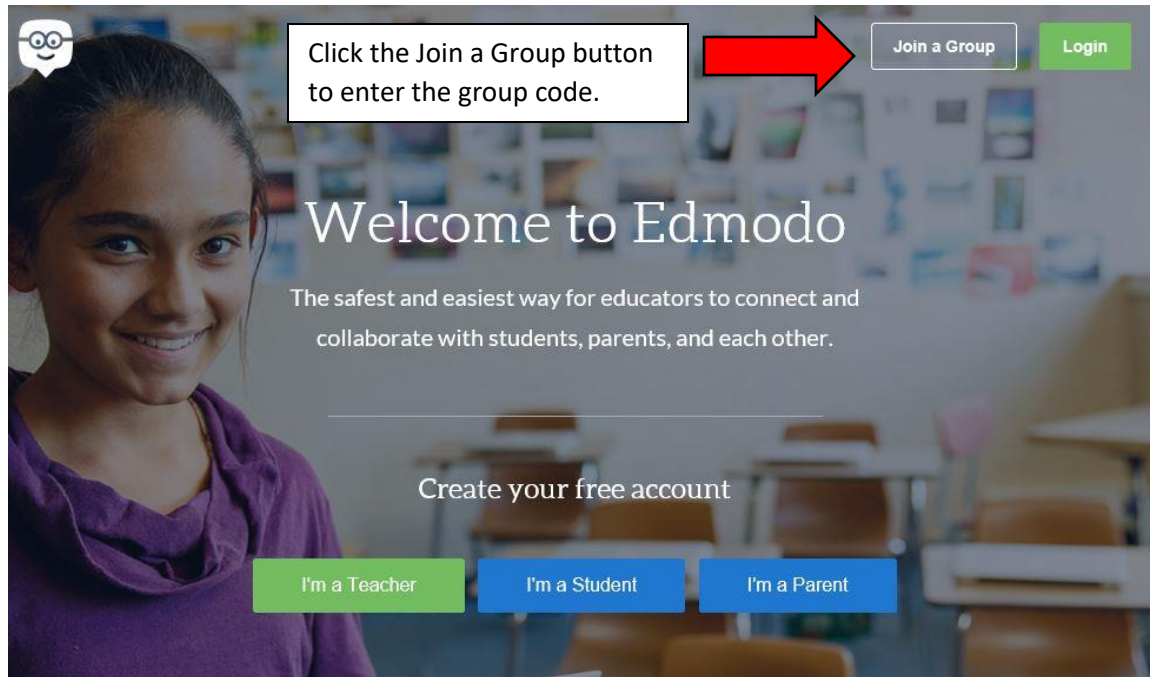
Once we receive this information, a Certificate of Completion will be sent to your email address. This certificate is valid only for the EPSB required portion of the cooperating teacher and university supervisor training completed through the online Edmodo Assessment created and verified by EPSB staff. Additional required cooperating teacher and university supervisor training will be coordinated by university based educator preparation programs. Please share this information with others who may not check Edmodo on a regular basis.

Please allow 7-10 business days to receive your certificate of completion through email.

Section B: Edmodo Walkthrough

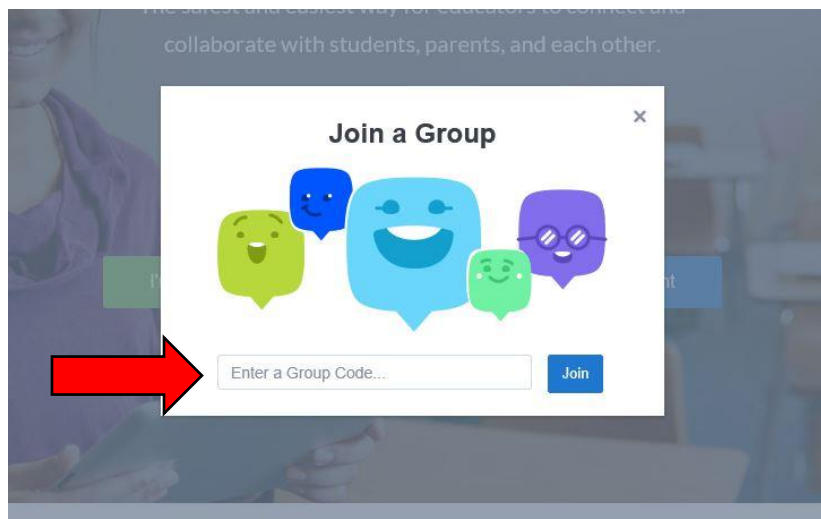
How to Get Set-up on Edmodo

STEP 1



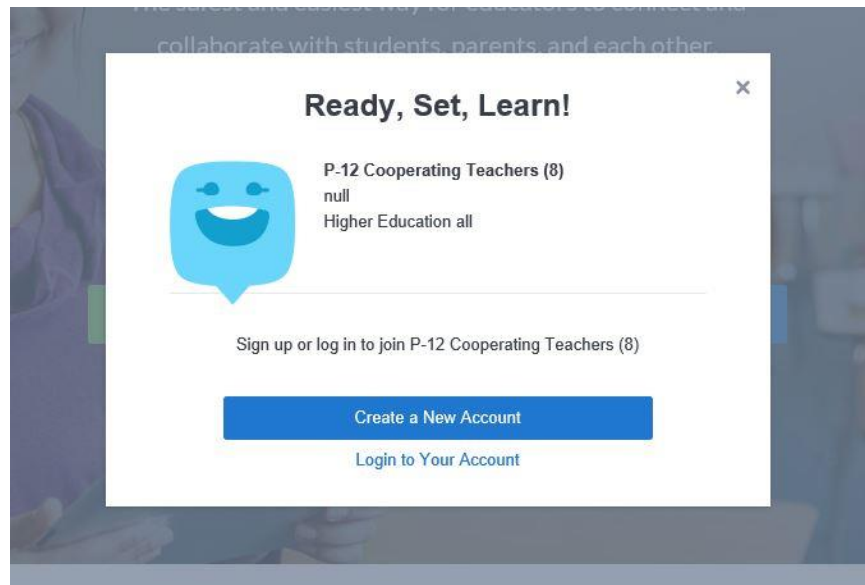
STEP 2

Enter the P-12 Cooperating Teachers (9) group code: **fi7sj4**



STEP 3

Select “Create a New Account” if you are new to Edmodo. If you already have any account on Edmodo, you may select the “Login” option. Please note this is not the same as an EPSB account.



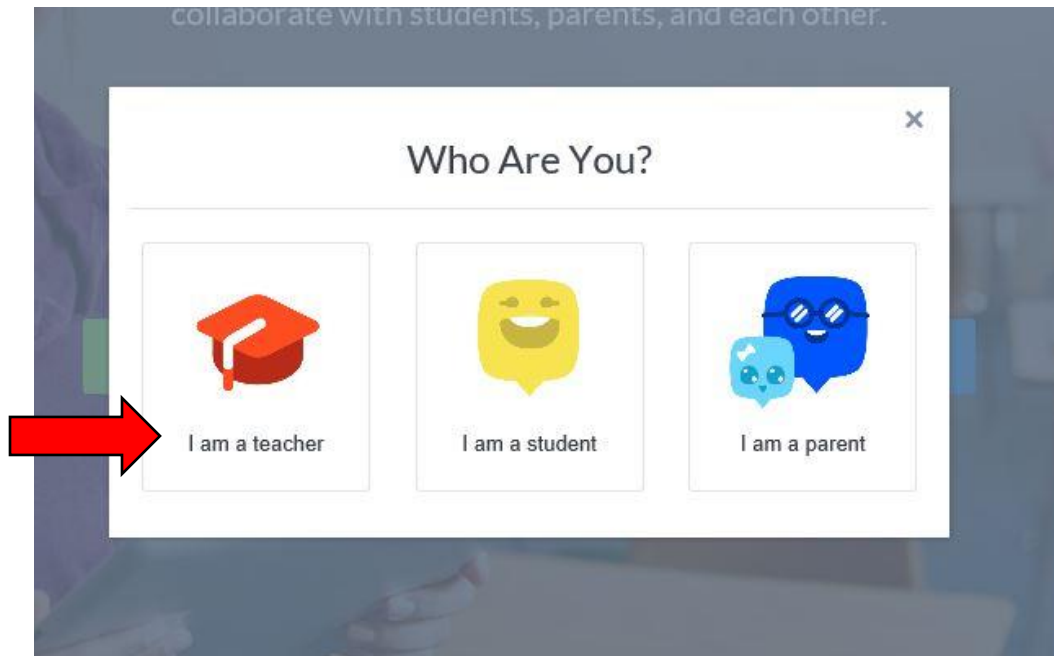
STEP 4

Complete the fields to create your account.

A screenshot of the "Edmodo for Teachers" sign-up form. The title "Edmodo for Teachers" is at the top. Below it is the text "Set up your classroom in less than 2 minutes". There are two input fields: "Email Address" and "Password". To the right of these fields is a section titled "Or you can" with two buttons: "Sign up with Office 365" and "Sign up with Google". Two red arrows point from these buttons towards the "Email Address" and "Password" fields. Below the input fields is a green button labeled "Sign up for FREE". At the bottom, there is a small text line: "By signing up, you agree to our Terms of Service and Privacy Policy".

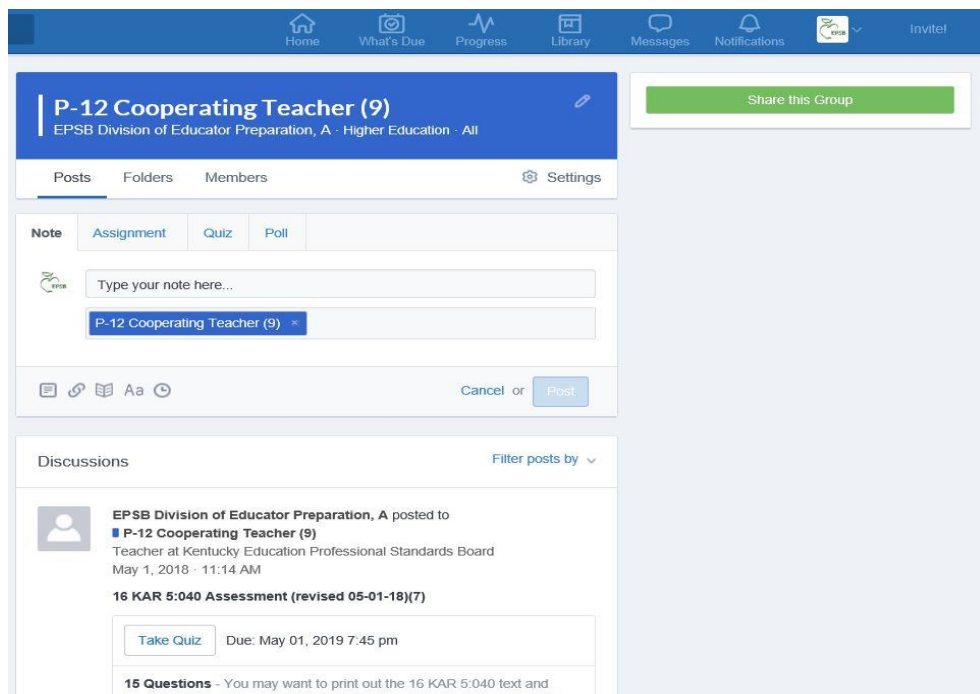
STEP 5

Select the “I am a teacher” option.



STEP 6

You should be re-directed to the group homepage.



How to View the Training Materials

STEP 1

Home What's Due Progress Library Messages Notifications Invitel

P-12 Cooperating Teacher (9)

EPSB Division of Educator Preparation, A · Higher Education · All

Posts Folders Members Settings

Note Assign Quiz Poll

Type your note

P-12 Cooperating Teacher (9)

Cancel or Post

Discussions Filter posts by

EPSB Division of Educator Preparation, A posted to
P-12 Cooperating Teacher (9)
Teacher at Kentucky Education Professional Standards Board
May 1, 2018 · 11:14 AM

16 KAR 5:040 Assessment (revised 05-01-18)(7)

Take Quiz Due: May 01, 2019 7:45 pm

15 Questions - You may want to print out the 16 KAR 5:040 text and

STEP 2



The screenshot shows the top navigation bar with icons for Home, What's Due, Progress, Library, Messages, Notifications, and a profile icon. Below the navigation bar is the group header for "P-12 Cooperating Teacher (9)" with the subtitle "EPSB Division of Educator Preparation, A · Higher Education · All". A green button labeled "Share this Group" is on the right. Below the header is a tab bar with "Posts", "Folders", and "Members". The "Folders" tab is selected, showing a list of folders. A red arrow points to the "Co-Teaching" folder link. A text box with a black border contains the instruction: "Click on the 'Co-Teaching' link to gain access the folders contents."

Home What's Due Progress Library Messages Notifications Invite!

P-12 Cooperating Teacher (9)
EPSB Division of Educator Preparation, A · Higher Education · All

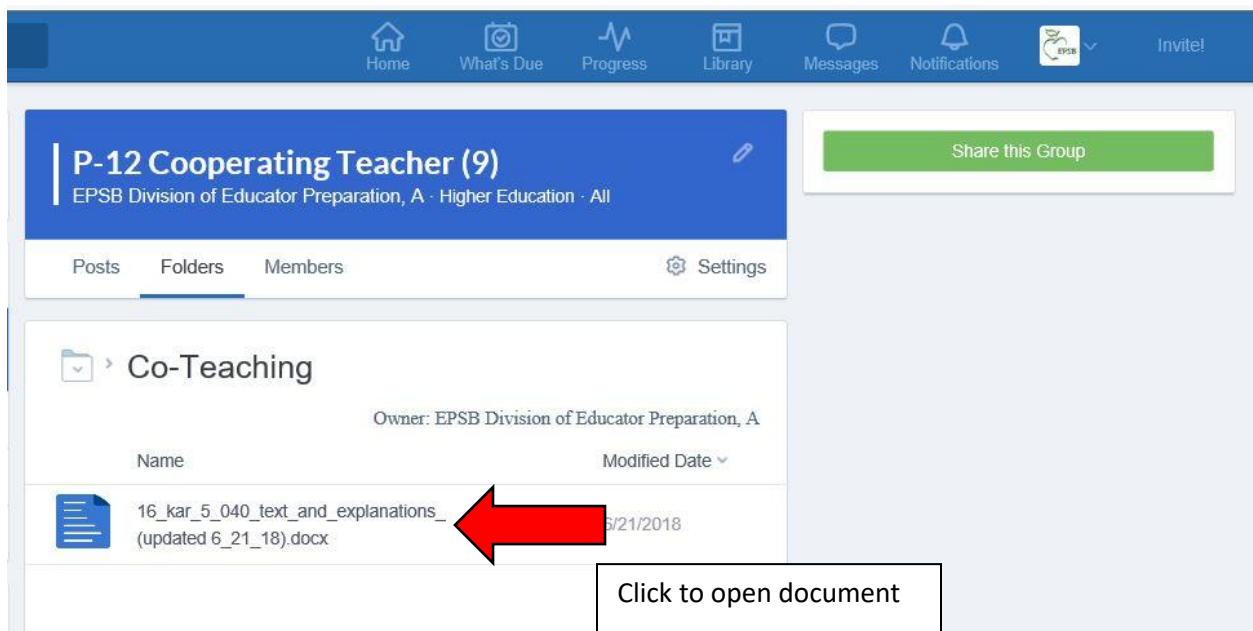
Posts Folders Members Settings

Folders

Name	Modified Date
 Co-Teaching Owner: EPSB Division of Educator Preparation, A	

Click on the "Co-Teaching" link to gain access the folders contents.

Step 3





The screenshot shows the same group page as Step 2, but now the "Co-Teaching" folder is open. The folder name "Co-Teaching" is at the top, followed by the owner "Owner: EPSB Division of Educator Preparation, A". Below is a table of documents. A red arrow points to the document "16_kar_5_040_text_and_explanations_(updated 6_21_18).docx". A text box with a black border contains the instruction: "Click to open document".

Home What's Due Progress Library Messages Notifications Invite!

P-12 Cooperating Teacher (9)
EPSB Division of Educator Preparation, A · Higher Education · All

Posts Folders Members Settings

 > Co-Teaching
Owner: EPSB Division of Educator Preparation, A

Name	Modified Date
 16_kar_5_040_text_and_explanations_(updated 6_21_18).docx	5/21/2018

Click to open document

Please note: This document may be used during the quiz.

How to Take A Quiz and View the Results

Step 1

Go to the homepage and select “Filter posts by” in the discussions window.

The screenshot shows the interface of a Facebook group titled "P-12 Cooperating Teacher (9)". The group is part of the "EPSB Division of Educator Preparation, A · Higher Education · All". The top navigation bar includes icons for Home, What's Due, Progress, Library, Messages, Notifications, and a user profile. The group header has tabs for Posts, Folders, Members, and Settings. Below the header, there are tabs for Note, Assignment, Quiz, and Poll. A text input field for a note is visible, with a dropdown menu showing "P-12 Cooperating Teacher (9)". At the bottom of the note input area, there are icons for text, link, image, font size, and a clock. A red circle highlights the "Discussions" tab, and a red arrow points to the "Filter posts by" dropdown menu.

Home What's Due Progress Library Messages Notifications

P-12 Cooperating Teacher (9)
EPSB Division of Educator Preparation, A · Higher Education · All

Share this Group

Posts Folders Members Settings

Note Assignment Quiz Poll

Type your note here...

P-12 Cooperating Teacher (9) ×

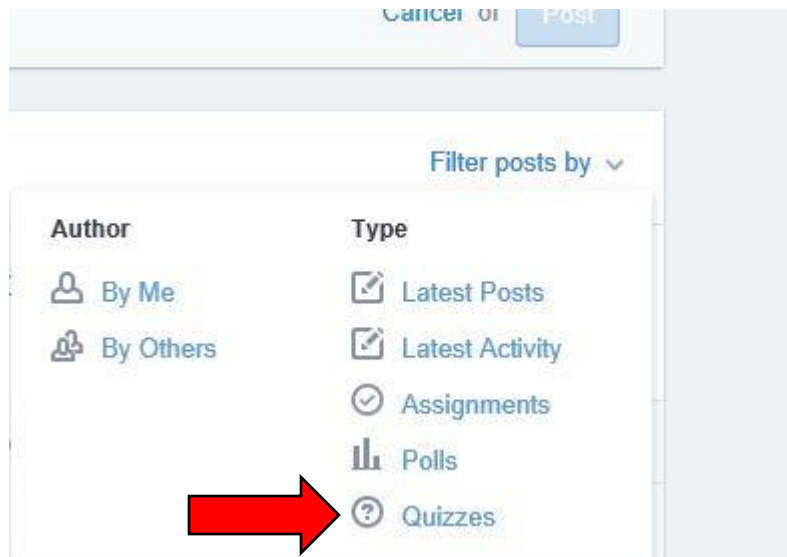
Cancel or Post

Discussions Filter posts by ▾

EPSB Division of Educator Preparation, A posted to
P-12 Cooperating Teacher (9)
Teacher at Kentucky Education Professional Standards Board
a few seconds ago
16 KAR 5:040 Assessment (revised 06-21-18)(7)

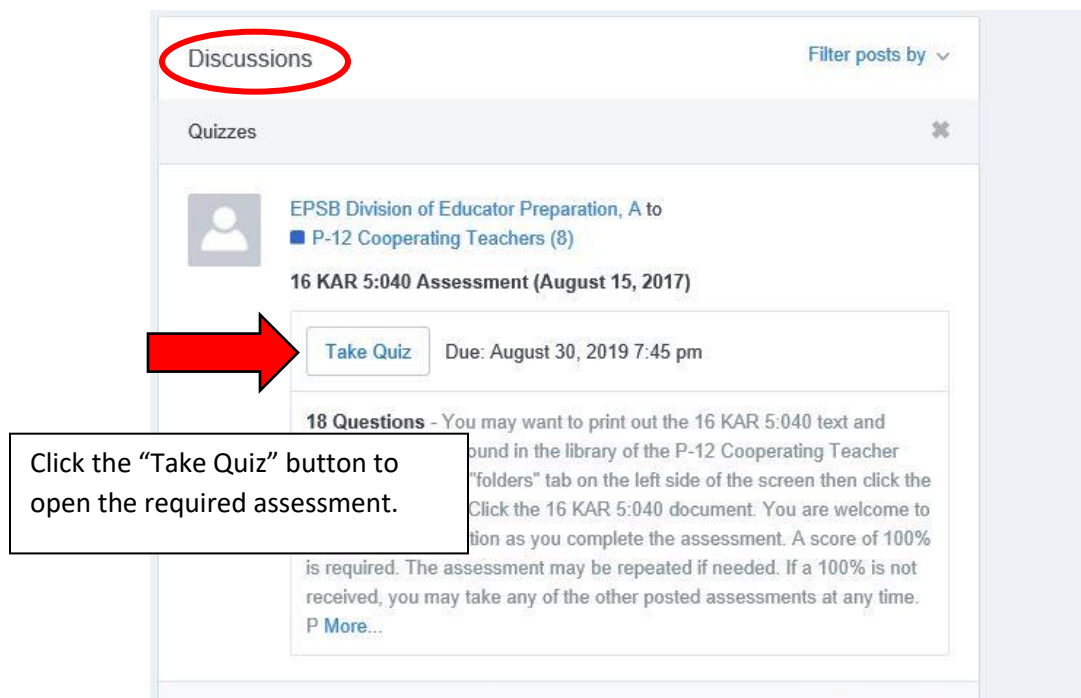
STEP 2

Select “Quizzes”.



STEP 3

The required assessments will be displayed the discussion window.



STEP 4

16 KAR 5:040 Assessment (August 15, 2017)

You may want to print out the 16 KAR 5:040 text and explanatory notes found in the library of the P-12 Cooperating Teacher group. Click on the "folders" tab on the left side of the screen then click the co-teaching folder. Click the 16 KAR 5:040 document. You are welcome to refer to this information as you complete the assessment. A score of 100% is required. The assessment may be repeated if needed. If a 100% is not received, you may take any of the other posted assessments at any time. Please do not delete your account after completing the assessment. Doing so will cause your score to be deleted. Given the ever- evolving terminology, teacher candidate and student teacher will be used interchangeably. Once you receive a score of 18/18 (100%), please send an email to diannaN.carr@ky.gov and include the following details in the email. Subject Line: Edmodo Assessment Confirmation (This must be the specific wording in the subject line of the email.) Body: Your full name EPSB ID# (Directions for accessing your ID# are located below.) Specific Role: University Supervisor or Cooperating Teacher Once we receive this information, a Certificate of Completion will be sent to your email address. This certificate is valid only for the EPSB required portion of the cooperating teacher and university supervisor training completed through the online Edmodo Assessment created and verified by EPSB staff. Additional required cooperating teacher and university supervisor training will be coordinated by university based educator preparation programs. Please share this information with others who may not check Edmodo on a regular basis. Directions for accessing your EPSB ID#: This can be located through your EPSB account. Go to <http://www.epsb.ky.gov/> Click the Login to EPSB under the EPSB Web Portal. Enter your username and password. Your EPSB ID# is located in the top left corner next to your username Please allow 7-10 business days for the delivery of your certificate.

Total questions: 18 | Time Limit: 24:00

Start Quiz

Click the "Start Quiz" button when you are ready to take the assessment.

STEP 5

Click Submit if you are ready to view your results. Click Cancel to go back to the quiz.

Submit Quiz

15/15
questions completed

Submit Quiz X

Are you sure you want to end this quiz?

Cancel or **Submit**

STEP 6

programs. Please share this information with others who may not be familiar with the process.

Directions for accessing your EPSB ID#: This can be located through the following link: <http://www.epsb.ky.gov/> Click the Login to EPSB under the EPSB ID# and password. Your EPSB ID# is located in the top left corner next to your name. The EPSB ID# is valid for 30 business days for the delivery of your certificate through email. The ID# will be emailed to you within 24 hours of completion.

Total questions: 18 | Time Limit: 24:00:00 | Time Taken: 00:00:00

This quiz is finished. You completed 18/18 questions.

[View Results](#)

Click to open / view the results of the completed assessment.

STEP 7

16 KAR 5:040 Assessment (February 15, 2017)(5)

24:00:00 limit

18/18 questions completed

6/18
Total Points

The results are located here.

Question 1

QUESTIONS

1 Which of the following could be true for a cooperating teacher?

2

3

4

5

6

7

8

9

10

11

12

13

A A high school teacher with certification in chemistry may serve as the cooperating teacher for a student teacher seeking secondary certification in physics.

B An elementary teacher may serve as the cooperating teacher for a student teacher seeking middle school certification in math.

C An elementary teacher may serve as a cooperating teacher for a student teacher seeking P-5 certification.

D A middle school teacher with a temporary provisional license in math may serve as a cooperating teacher for a student teacher seeking a middle school math certification.

Question Total: 1 point

You may want to print out the 16 KAR 5:040 text and explanatory notes found in the library of the P-12 Cooperating Teacher group. Click on the "folders" tab on the left side of the screen then click the co-teaching folder. Click the 16 KAR 5:040 document. You are welcome to refer to this information as you complete the assessment. A score of 100% is required. The assessment may be repeated if needed. If a 100% is not received, you may take any of the other posted assessments at any time. Please do not delete your account after completing the assessment. Doing so will cause your score to be deleted. Given the ever-evolving terminology, teacher candidate and student teacher will be used interchangeably.

Results for each individual question are located here. The correct answer is displayed for each question.

The quiz may be taken until an 15/15 is earned. Follow the instructions for accessing a quiz and click on any other posted 16 KAR 5:040 assessments that say *Take Quiz*. A quiz that has been submitted cannot be taken again but multiple assessments are posted and may be taken at any time.

CONFIRM YOUR COMPLETION!

Email Sharon.Salsman@ky.gov with your EPSB ID # to confirm your completion and receive a certificate via email. Please note this may take up to 7-10 business days.